

STATE OF TENNESSEE
DEPARTMENT OF PERSONNEL
MAY 2007




CLASSIFICATION ANNOUNCEMENT

PLEASE NOTE: “This document does NOT represent a vacancy announcement. The intention of this information is to give notice of changes recently made to each of the job classifications listed below”.

CLASS TITLE	CLASS CODE	ANNUAL RANGE
Revenue Processing Technician 1 (A)	75857	\$23,580 - \$37,740
Revenue Processing Technician 2 (A)	75858	\$25,608 - \$40,968
Transportation Technician 2 (A, C)	76211	\$26,700 - \$42,720
Youth Specialist (B)	44276	\$24,588 - \$39,324
Youth Specialist Supervisor (B)	44277	\$29,028 - \$46,452

LEGEND

- A Job classification will have a change in MINIMUM QUALIFICATIONS effective May 24, 2007.
- B A NEW CLASSIFICATION and REGISTER will be ESTABLISHED effective May 24, 2007.
- C Register will be ABOLISHED and REESTABLISHED effective May 24, 2007.
- D Job classification will be ABOLISHED.
- E Job classification will have a TITLE CHANGE effective.
- F Job classification will have a change in SALARY effective.
- G Job classification will be converting from CAREER SERVICE to both CAREER SERVICE and EXECUTIVE SERVICE effective.
- H Job classification will have a change of Probationary Period from 6 months to 1 year.
- I Applicants submitting an application for this job classification must take and pass a job related written test and/or performance test to receive an examination score. Tests are administered on a daily basis at the department of Personnel office in Nashville and on one day every month in Kingsport, Knoxville, Memphis Jackson, Livingston, Cleveland and every other month in Pulaski.
- J Job classification will have a change in NECESSARY SPECIAL QUALIFICATIONS effective.
- K Job classification will be converting from “daily” status (i.e., continuous basis only) to closed examination status effective 7/17/06 until further notice.
- L Job classification will be converting from both EXECUTIVE SERVICE to CAREER SERVICE effective.
- M Job classification changed examination method from Competitive to Non-Competitive.
- N Job classification will change from compensatory to cash overtime.
- O Job classification is converting from “program” status (i.e., announced examination) to “daily” status (i.e., continuous basis only) effective.
- P Job classification converted from “daily” status (i.e., continuous basis only) to “program” status (i.e., announced examination) effective.
- Q Due to the consolidation of the Public Health Nurse 2-5 job series into the Registered Nurse 2-5 job series, the registers for the Public Health Nurse job series will be abolished effective October 19, 2006. Applicants who wish to be considered for these jobs should instead apply for the Registered Nurse 2 – 5 job series.
- R Job class is converting from announced basis only to announced on a quarterly basis (i.e., classification will be opened for a scheduled two week period once every quarter). The first scheduled quarterly open period will be October 24th – November 7th. The complete schedule for 2007 will be posted on Department of Personnel website.
- S Job classifications will be opened on a quarterly basis (i.e., classification will be opened for a scheduled two week period once every quarter). These dates are tentative and subject to change [second Tuesday in January, second Tuesday in April and second Tuesday in July].

 Tennessee Department of Personnel, Authorization #319177, November, 2006. This public document was promulgated at a cost of \$.07 per copy 15 copies.
THE STATE OF TENNESSEE IS AN EQUAL OPPORTUNITY, EQUAL ACCESS, AFFIRMATIVE ACTION EMPLOYER.

POLICY OF NON-DISCRIMINATION !!

Pursuant to the State of Tennessee's policy of non-discrimination, the Department of Personnel does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in, its programs, services or activities.

Equal Employment Opportunity/Affirmative Action/Americans with Disabilities Act inquiries or complaints should be directed to the Department of Personnel EEO/AA/ADA Coordinator Lynn Goodman, 2nd Floor, James K. Polk Building, 505 Deaderick Street, Nashville, Tennessee 37243-0635 TDD(Telecommunications Device For The Deaf) Number (615) 741-0441 - Fax Number (615) 401-7626.

!! SPECIAL NOTICE !!

This announcement of Civil Service Examinations is being issued in conformity with Civil Service Rules and Regulations to inform the public of the classes of positions, salary ranges, examples of duties, minimum qualifications and relative weights of examination parts. In order for applicants to secure regular appointments in Civil Service positions, they must first successfully compete in the appropriate examination and be certified from the Civil Service Register which is compiled as a result of such examination.

ANNOUNCEMENTS DO NOT NECESSARILY IMPLY THAT VACANCIES EXIST IN ANY PARTICULAR CLASS OR POSITIONS LISTED. Interested applicants must submit a completed application form to the Tennessee Department of Personnel. Application forms are available at most State offices. The application and information about State jobs are available at the Department of Personnel Internet website(www.state.tn.us/personnel). Telephone inquiries can be made to (615) 741-4841.

Applications should not be re-filed for the same class of positions, unless an applicant has completed at least an additional year of accredited college, or acquired at least 6 months of additional related work experience.

This announcement is subject to change from time to time should minimum qualifications and/or salary change.

!! VETERANS PREFERENCE !!

Veteran preference points will be awarded to applicants who receive a passing career service score and who served on active duty in the armed forces of the United States during any of the service eligibility dates listed below.

Five (5) points will be awarded to: (1) a veteran who served during a period of war; (2) the spouse or unremarried surviving spouse of a permanently and totally disabled veteran whose disability was service-connected and who served in a period other than war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period other than war. Ten (10) points will be awarded to: (1) a veteran with a ten percent (10%) service-connected disability who served during a period of war; (2) the spouse or unremarried surviving spouse of a veteran with a one hundred percent (100%) service-connected disability and who served during a period of war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period of war.

Before preference can be granted, it is necessary that all veterans submit a copy of their discharge or separation papers showing both enlistment and discharge dates. Disabled veterans and spouses of disabled veterans must submit a copy of discharge or separation papers plus a statement from the Veteran's Administration, dated within the last six months, showing the percent of service-connected disability (or death if in service), and proof of death (death certificate).

Veterans must have received an **honorable discharge** and be a legal resident of the State of Tennessee. Legal resident status is established by having resided in the State of Tennessee for the past two years or by possession of a Tennessee voter registration card. IF YOU HAVE NOT LIVED IN TENNESSEE FOR THE ENTIRE PAST TWO YEARS, YOU MUST SUBMIT A COPY OF YOUR TENNESSEE VOTER'S REGISTRATION CARD.

SERVICE ELIGIBILITY DATES: WWII (12-7-41 to 12/31/46); Korean Campaign (6-27-50 to 1-31-55); Vietnam Conflict (2-28-61 to 5-7-75); Lebanon, Grenada, or Panama Expeditions (Only if awarded Forces Expeditionary Medal); and Operation Desert Shield/Storm (8-2-90 to end date unestablished).

REVENUE PROCESSING TECHNICIAN 1

SUMMARY: Under general supervision, is responsible for sub-professional accounting work of considerable difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class works in the analysis and review of accounting records, financial statements, and/or reports to acquire correct information for tax payments received. This class differs from Revenue Processing Technician 2 in that an incumbent of the latter is responsible for leading employees in this class, for conducting the primary deposit process, and for providing quality assurance for the exceptions and cashier's office areas.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and three years of revenue processing experience in the Revenue Processing Division in the Department of Revenue for the State of Tennessee.

Substitution of Experience for Education: Clerical or customer service experience may be substituted for the required education on a year-for-year basis.

OR

Three years of Title and Registration processing experience with the State of Tennessee.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

REVENUE PROCESSING TECHNICIAN 2

SUMMARY: Under general supervision, is responsible for lead sub-professional accounting work of considerable difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class is responsible for the primary deposit process through preparing and batching tax payment checks for courier pick-up and deposit to various state accounts in a variety of local financial institutions, leading subordinate employees, and providing quality assurance for the exceptions and cashier's office areas. This class differs from Revenue Processing Technician 1 in that an incumbent of the latter works in the analysis and review of accounting records, financial statements, and/or reports to acquire correct information for tax payments received and may be led by an employee of this class.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and four years of revenue processing experience in the Revenue Processing Division in the Department of Revenue for the State of Tennessee.

Substitution of Experience for Education: Clerical or customer service experience may be substituted for the required education on a year-for-year basis.

OR

One year as a Revenue Processing Technician 1 with the State of Tennessee.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

TRANSPORTATION TECHNICIAN 2

SUMMARY: Under general supervision, performs technical civil engineering duties of average difficulty in the area of erosion prevention and sediment control and other environmental permit related issues; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class performs site inspections to ensure compliance with environmental permits and regulations. Work involves guidance, consultation and coordination of the work of contractors with field construction and regional staff. This class differs from Transportation Technician 1 in that incumbents of the latter perform technical civil engineering duties of lesser scope and complexity. This class differs from Transportation Technician 3 in that incumbents of the latter either lead/supervise a survey crew in the Design Division, lead/supervise a bridge inspection team, oversee construction projects, or perform other complex technical engineering duties in traffic, construction, safety, or right-of-way engineering.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to completion of ninety quarter hours of course work at an accredited college or university with at least eighteen quarter hours in engineering, engineering technology, related engineering, a natural science and/or math and experience equivalent to two years of full-time technical engineering work in one or a combination of the following areas: 1) surveying for roadways and bridges; 2) highway or bridge inspection 3) the calculation of grades, profiles, or engineering computations; 4) performing right-of-way investigations; or 5) EPSC (Erosion Prevention and Sediment Control) inspections.

Substitution of Experience for Education: Qualifying engineering related experience in one or a combination of the following areas may substitute for the required education to a maximum of two years: 1) surveying or participating as a survey crew member to determine boundaries, right-of-ways, or areas of land parcels; 2) highway construction engineering; 3) highway construction inspection including the inspection of EPSC facilities; 4) highway/bridge/materials inspection; or 5) calculation of volumes, quantities of materials or other related engineering computations for construction projects.

Substitution of Education for Experience: Additional course work credit received from an accredited college or university with emphasis in civil engineering, environmental engineering, civil engineering technology, a natural science and/or math may substitute for the required experience on a month-for-month basis to a maximum of two years (e.g., an additional 45 quarter hours with at least nine in one or a combination of the above listed fields may substitute for one year of the required experience).

OR

Possession of a current Certified Professional in Erosion and Sediment Control (CPESC) certification.

OR

Possession of a current CPESC-In-Training (CPESC-IT) certification and experience equivalent to two years of full-time technical civil engineering or higher level civil engineering work in one or a combination of the following areas: 1) surveying; 2) highway or bridge inspection; 3) the calculation of grades, profiles, or engineering computations; 4) performing right-of-way investigations; or 5) EPSC (Erosion Prevention and Sediment Control) inspections.

OR

One year of experience as a Transportation Technician 1 with the State of Tennessee.

Necessary Special Qualifications: A valid motor vehicle operator license may be required.

EXAMINATION METHOD: Education and experience, 100%, for Career Service positions.

YOUTH SPECIALIST

SUMMARY: Under immediate supervision, performs children's services work of average difficulty in the counseling, supervision, observation, safety and care of youth in state custody; and performs related work as required.

DISTINGUISHING FEATURES: This is the working-level class in the Youth Specialist sub-series. An employee in this class performs work in a group home or youth developmental center providing youth counseling and supervision and may be assigned to work a fixed or other schedule. This class differs from Youth Specialist Supervisor in that an incumbent of the latter performs supervisory duties.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with an associate's degree in counseling, criminal justice, education with a child focus, juvenile justice, psychology, social services, or social work.

OR

Education and Experience: Graduation from a standard high school and experience equivalent to two years of full-time work in one or a combination of the following: 1) therapeutic treatment-related experiences, or 2) protective child care services experiences.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be at least twenty-one years of age on the date of application.
- (2.) be a citizen of the United States.
- (3.) have a good moral character, as determined by investigation.
- (4.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (5.) agree to release all records involving their criminal history to the appointing authority.
- (6.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (7.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (8.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (9.) submit to and pass a pre-employment screening test for use of illegal drugs OR certify that they have not used any controlled substance illegally within the past twelve months.
- (10.) possess a valid motor vehicle operator's license at the time of appointment.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

YOUTH SPECIALIST SUPERVISOR

SUMMARY: Under immediate supervision, performs children's services work of average difficulty in the counseling, supervision, observation, safety and care of youth in state custody; and performs related work as required.

DISTINGUISHING FEATURES: This is the supervisory class in the Youth Specialist sub-series. An employee in this class supervises work in a group home or youth developmental center providing youth counseling and supervision and may be assigned to work a fixed or other schedule. This class differs from Youth Specialist in that an incumbent of the latter performs at the working-level.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with an associate's degree in counseling, criminal justice, education with a child focus, juvenile justice, psychology, social services, or social work and qualifying experience equivalent to two years of full-time work in one or a combination of the following: 1) therapeutic treatment-related experiences, or 2) protective child care services experiences.

OR

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in counseling, criminal justice, education with a child focus, juvenile justice, psychology, social services, or social work and qualifying experience equivalent to one year of full-time work in one or a combination of the following: 1) therapeutic treatment-related experiences, or 2) protective child care services experiences.

OR

Education and Experience: Education equivalent to graduation from a standard high school and qualifying experience equivalent to four years of full-time work in one or a combination of the following: 1) therapeutic treatment-related experiences, or 2) protective child care services experiences.

OR

Two years of experience as a Youth Specialist in the Department of Children's Services with the State of Tennessee

Necessary Special Qualifications: Applicants for this class must:

- (1.) be at least twenty-one years of age on the date of application.
- (2.) be a citizen of the United States.
- (3.) have a good moral character, as determined by investigation.
- (4.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (5.) agree to release all records involving their criminal history to the appointing authority.
- (6.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (7.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (8.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (9.) submit to and pass a pre-employment screening test for use of illegal drugs OR certify that they have not used any controlled substance illegally within the past twelve months.
- (10.) possess a valid motor vehicle operator's license at the time of appointment.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.